



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.fss.gsa.gov>.

Mission Oriented Business Integrated Services (MOBIS)
Federal Supply Group: 874
Class: R499

Contract Number: **GS-02F-0165Y**
For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract Period: July 6, 2012 – July 5, 2017

Contractor: Bridge the Distance, Inc.
1954 West Hyacinth Road
Littleton, CO 80129-5442
303-791-1515 (p)
719-306-3845 (f)
www.distance.com

Business Size: Small, Woman-Owned Business

Contract Administrator: Jaclyn Kostner

CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

Special Item Number (SIN)	Description	Pricing
874-4	Training Services	See Page 4

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided after pricing where applicable (see 1a).

2. Maximum Order: \$1,000,000

*If the “best value” selection places your order over the Maximum Order, identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.

3. Minimum Order: \$100

4. Geographic Coverage: Domestic and Overseas

5. Point of Production: Bridge the Distance, Inc.
1954 West Hyacinth Road
Littleton, CO 80129-5442
6. Prices Shown Herein are Net (discount deducted)
7. Volume Discount: 1% on orders over \$100,000
8. Prompt Payment Terms: Net 30
9. Government Purchase Cards are accepted below and above the micro-purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: Bridge the Distance, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency's order. Bridge the Distance, Inc. will not propose in excess of its standard commercial delivery or performance times to agencies without giving notice to the Ordering Officer of its intent to do so.
- 11b. Expedited Delivery: Consult with Contractor
- 11c. Overnight/2-Day Delivery: Consult with Contractor
- 11d. Urgent Requirements: Consult with Contractor
12. FOB Point: FOB Destination
13. Ordering Address: Bridge the Distance, Inc.
1954 West Hyacinth Road
Littleton, CO 80129-5442
14. Payment Address: Bridge the Distance, Inc.
1954 West Hyacinth Road
Littleton, CO 80129-5442
15. Warranty Provisions: Standard Warranty
16. Export Packing charges: Not applicable
17. Terms and conditions of Government Purchase Card Acceptance: Bridge the Distance, Inc. for terms and conditions of Government Purchase Card acceptance.
18. Terms and conditions of rental, maintenance, and repair: Not applicable
19. Terms and conditions of installation: Not applicable
20. Terms and conditions of repair parts: Not applicable
21. List of service and distribution points: Not applicable
22. List of participating dealers: Not applicable
23. Preventive maintenance: Not applicable

- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
- 25. DUNS Number: 827050667
- 26. Bridge the Distance, Inc. is registered in the Central Contract Registration (CCR) database.

GSA Pricing for SIN 874-4 - Training

Course #	Course	Hourly Rate
1	CPR for Online Meetings	\$5,969.77
2	Best Practices of Highly Effective Virtual Leaders	\$5,969.77
3	Trust and Telework: How to Lead and Manage Teleworkers that Work from a Home Office	\$5,969.77
4	Successful Teleworking: Secrets to Work Effectively from Home Office and Keep Your Distant Manager Happy	\$5,969.77
5	TOUCHnology® for Online PRESENTERS (Small audience of 1-25)	\$5,969.77
6	TOUCH-nology® for Online PRESENTERS (Large group webinar to dozens, hundreds, and thousands)	\$5,969.77
7	TOUCHnology for Online Trainers	\$5,969.77
8	TOUCHnology for Online Course Designers/ Developers	\$5,969.77
8a	TOUCHnology for Online Course Designers/ Developers Add on - Brain Appeal Option	\$1,989.92
8b	TOUCHnology for Online Course Designers/ Developers Add on - Convert a face-to-face Workshop Option	\$5,969.77
<p>*Students over ten and up to 15 will be billed at an additional 5% of total course price per student</p> <p>**Basic Courses are taught in three 2 hour segments. Rates for additional 2 hours segments are offered at 1/3 of the course price</p> <p>***All orders over \$100,000 will receive an additional 1% discount</p> <p>****8b will also include travel and per diem expenses in accordance with the Federal Travel Regulations</p>		

Course Descriptions

Course #1

CPR for Online Meetings (CPR* = Collaboration! Participation! Results!)

CPR* for Online Meetings (CPR* = Collaboration! Participation! Results!)

Subtitle: How to make your online meeting engaging, collaborative, and highly productive

Overview: CPR for Online Meetings is not training on effective meetings. Rather this is a unique course focused on giving virtual leaders and virtual teams a complete start to finish model to transform boring, ineffective conference calls into highly engaging, productive, collaborative web conference sessions that enhance interpersonal rapport and accomplish superior results.

Major course objectives

- To give leaders a start to finish model to transform ineffective virtual meetings into highly effective collaborative sessions where everyone eagerly participates.
- To learn how to dramatically increase collaboration, rapport, and results in your teams web conference meeting.
- To repurpose the collaborative meeting to reach the highest collaboration levels on WebEx, Live Meeting, or Lync.
- To open the session in ways that establish a warm, collaborative atmosphere through video presence, audio presence, and team presence.
- To give leaders tools to significantly reduce multitasking, while increasing collaboration, communication, and interpersonal connectedness in the session.
- To speed brainstorming, problem-solving, and decision-making in ways that are superior to face-to-face.
- To turn silence into rich interaction that creates fast, relevant discussion and all participant buy-in.
- To replace missing nonverbal cues with online feedback that is significantly more precise.
- To accelerate small-group discussions by the way the leader leverages, Live Meeting, or Lync's interactive toolkit.
- To make it safe and easy for people to interact.
- To close the meeting rapidly in ways that grows the team sense of accomplishment and trust.
- To create a collaborative meeting in minutes.
- To assign roles unique to online meetings so that the leader can focus on facilitation and collaboration.
- To learn other tricks of the trade that make online meetings highly effective and collaborative.

Delivery on WebEx, Live Meeting, or Lync

- Because this course is delivered virtually, no one has to travel.
 - Leaders see best practices modeled as they learn the techniques themselves.
 - The Live Meeting version of this course was formerly offered under a different name: the webinar series titled Discover Live Meeting and How to Interact.
- Length of the course (number of hours/days)

Course Descriptions

- The webinar training is delivered on WebEx, Live Meeting, or Lync, so no one needs to travel.
 - The course is six hours, delivered two hours at a time, usually on three successive days.
- Minimum/ maximum number participants
 - The webinar series is delivered to a minimum class size of 10 learners.
 - For class size larger than 10, Bridge the Distance must also supply a co-facilitator, which carries more cost. For that reason, if more than 10 sign up, additional fees are charged.
 - The maximum class size is 15.
- Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)
 - At the end of each of the three webinar sessions, each learner receives a copyrighted PDF guidebook that covers step-by-step instructions of the content learned in the class.
 - Although the purpose of the course is to teach best practices, learners become very proficient with all of the interactive capabilities of the technology.
 - On-demand instruction on how to operate the web conference technology (such as how to schedule a meeting or how to load slides) is provided by the web conference providers. Bridge the Distance helps people know where to go to find those on-demand resources,
 - Bridge the Distance follows the training with a series of e-mails that help people further learn the technology and/or reinforce key learning from the training session
 - Our Tweets and Blogs also give learners additional insight to improve all communication in a remote setting.

Course Descriptions

Course #2

Best Practices of Highly Effective Virtual Leaders

Title: Best Practices of Highly Effective Virtual Leaders

Subtitle: How to Create Rapport, Alignment, and Effective Conflict Management in a Virtual Setting.

Overview: This is not a general leadership course. Rather this unique webinar series gives virtual leaders a complete model about how to manage, lead, and communicate effectively when people are NOT face-to-face. Whether the leader has one person working remotely, or every team member working remotely, this training establishes the foundation to build rapport, alignment, collaboration, and conflict management in remote setting.

Major course objectives

- To give virtual leaders a complete model of how to lead, manage, and communicate differently when people are in a virtual setting all or most of the time.
 - To avoid common trust busting mistakes in a virtual setting.
 - To apply the 10 conditions of trust at work into the leader's communication to build one-to-one bonds remotely.
 - To add that personal touch to remote communication so people are confident that the leader cares about them, their interests, and their career.
 - To create trust by accessibility, and why this element is so critical for success.
 - To build strong interpersonal connections within the virtual team, even with people that I've never meet face-to-face.
 - To keep people focused and aligned on doing the right work in remote setting, and feeling good about it.
 - To create robust feedback in a virtual setting about how the work is progressing, even when you can't see it.
 - To give and receive rich, precise feedback that builds strong interpersonal rapport, from afar.
 - To leverage feedback to increase individual and all-team cohesion in a virtual setting.
 - To perceive address conflict effectively in a virtual setting.
 - To build the virtual team's communication and conflict escalation plan.
 - To identify signs the conflict is occurring in the distance. To select the right medium for the message to addressing conflict effectively, virtually.
 - To raise the conflict issue in a way that preserves trust and doesn't break it.
 - To leverage rare face-to-face visits to create higher levels of trust from that travel investment.
- Length of the course (number of hours/days)
 - This leadership series is a six-hour webinar, delivered in two-hour sessions across three successive days.
 - Minimum/ maximum number participants
 - The webinar series is delivered to a minimum class size of 10 learners.

Course Descriptions

- For class size larger than 10, Bridge the Distance must also supply a co-facilitator, which carries more cost. For that reason, if more than 10 sign up, additional fees are charged.
- The maximum class size is 15.
- Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)
 - Each registered participant receives a copyrighted PDF guidebook that gives details and step-by-step instructions to repeat or supplement the content delivered in the class.
 - Learners receive a weekly follow-up e-mail that includes a tip of the week to continue the learning from the class.
 - Bridge the Distance follows the training with a series of e-mails that help people reinforce key learning from the training session
 - Our Tweets and Blogs also give learners additional insight to improve all communication is a remote setting.

Course Descriptions

Course #3

Trust and Telework: How to Lead and Manage Teleworkers that Work from a Home Office

Title: Trust and Telework: How to Lead and Manage Teleworkers that Work from a Home Office

Subtitle: Learn the Secrets to Trust that Your Teleworkers Are Working Effectively in Their Home Offices

Overview: This webinar series gives leaders of teleworkers a complete model in how to build a trusting, high-performance relationship with people that work from their home offices. Whether people telework one day a week, or every day the week, these best practices set the foundation for success for both the leader and the team member.

Major course objectives

- To establish a solid foundation for trust to grow and flourish in a remote setting.
 - To assess the individual commitment to telework success, including the key drivers of that commitment level.
 - To identify 10 conditions of trust in the workplace.
 - To negotiate the flexible details of your telework agreement, including regular reviews of the agreement and process.
 - To effectively address the social needs of the teleworker in a home environment space.
 - To set expectations about creating a productive workplace at home.
 - To establish trust through effective communication about the work.
 - To identify five critical elements to cover every time you assign specific work to be done by the teleworker.
 - To leverage technology to keep on top of teleworkers success.
 - To schedule regular how's it going phone calls at a frequency that matches the person them the assignment.
 - To ask effective questions in regular phone conversations so that the leader gets the feedback he/she needs and can't see in a virtual setting.
 - To establish a heartbeat to review telework successes, challenges, performance, and career opportunities.
 - To manage the jealousy factor of teleworkers versus non-teleworkers.
 - Based on 10 conditions of trust, know what teleworkers expect of you as their telework leader.
 - To understand the three motivators at work and how each is impacted by telework, and how to keep motivation high when people telework.
 - To establish clear communication plan facilitate timely access another trust building actions among all virtual team members.
 - To establish a plan the surface and manage conflict in a virtual setting, including remotely or after hours.
 - To leverage rare face-to-face time to build individual and all team rapport and results.
- Length of the course (number of hours/days)

Course Descriptions

- This leadership series is a six-hour webinar, delivered in two-hour sessions across three successive days.
- Minimum/ maximum number participants
 - The webinar series is delivered to a minimum class size of 10 learners.
 - For class size larger than 10, Bridge the Distance must also supply a co-facilitator, which carries more cost. For that reason, if more than 10 sign up, additional fees are charged.
 - The maximum class size is 15.
- Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)
 - Each registered participant receives a copyrighted PDF guidebook that gives details and step-by-step instructions to repeat or supplement the content delivered in the class.
 - Learners receive a weekly follow-up e-mail that includes a tip of the week to continue the learning from the class.
 - Bridge the Distance follows the training with a series of e-mails that help people reinforce key learning from the training session
 - Our Tweets and Blogs also give learners additional insight to improve all communication is a remote setting.

Course Descriptions

Course #4

Successful Teleworking: Secrets to Work Effectively from Home Office and Keep Your Distant Manager Happy

Successful Teleworking: Secrets to Work Effectively from a Home Office and Keep Your Distant Manager Happy

Overview: This webinar series is designed for teleworkers. Working from home presents unique challenges and opportunities. Whether the teleworker is a manager or a team member, this series establishes the foundation for dealing with all the issues in working from home, and assures the opportunity for high-performance and career enhancement from remote setting.

Major course objectives

- To establish a solid foundation to be productive and happy working from home.
 - To assess if you are a good candidate for teleworking.
 - To assess your individual commitment level to telework successfully, including key drivers of your commitment level.
 - To know your remote boss's key concerns, and what to do about it.
 - To set up your home office for productive work.
 - To manage family, friends, and other interruptions to your home based office.
 - To stay motivated and focused in a virtual setting and not get side-tracked by other temptations.
 - To build trust by keeping yourself visible and available to your boss and teammates, so trust can flourish.
 - To establish trust through effective pro-active communication about the work.
 - To ask the right questions to be explicit about your remote manager's expectations.
 - To keep your career on track in a virtual setting, including your career visibility, special assignments, promotional opportunities, and performance appraisals.
 - To understand the impact of unclear communication and trust when you work from home.
 - To establish a process to stay on track, organize your work, prioritize test to be done, track completions, and keep your manager informed.
 - To provide feedback that lets your boss know not only what you're getting done, while building trust in your professional capabilities.
 - To make sure you have regular phone calls with your remote manager and convey the feedback that builds 10 conditions of trust at work.
 - To be disciplined to cultivate trusting relationships with your peers in a virtual setting.
 - To address conflict effectively as soon as you perceive it in ways that build trust and rapport with your distant teammates and your distant manager.
 - To be proactive to balance telework time with face-to-face time with your manager, peers, and other support groups.
 - To collaborate with your peers so you feel connected, not isolated, from others on your team.
- Length of the course (number of hours/days)
 - This leadership series is a six-hour webinar, delivered in two-hour sessions across three successive days.

Course Descriptions

- Minimum/ maximum number participants
 - The webinar series is delivered to a minimum class size of 10 learners.
 - For class size larger than 10, Bridge the Distance must also supply a co-facilitator, which carries more cost. For that reason, if more than 10 sign up, additional fees are charged.
 - The maximum class size is 15.
- Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)
 - Each registered participant receives a copyrighted PDF guidebook that gives details and step-by-step instructions to repeat or supplement the content delivered in the class.
 - Learners receive a weekly follow-up e-mail that includes a tip of the week to continue the learning from the class.
 - Bridge the Distance follows the training with a series of e-mails that help people reinforce key learning from the training session
 - Our Tweets and Blogs also give learners additional insight to improve all communication is a remote setting.

Course Descriptions

Course #5

TOUCHnology® for Online PRESENTERS (Small audience of 1-25)

Title: TOUCH-nology® for Online PRESENTERS (Small-group)

Subtitle: How to Keep Your Remote Audience Actively Engaged in Your Webinar Presentation to a Small Group

Overview: This is not a general presentations webinar. Instead, it focuses on what presenters must do differently to actively engage a REMOTE audience in a small-group webinar setting and keep them from multitasking on other things. It transforms Death by PowerPoint webinars into highly engaging, participative sessions, focused on highly relevant content, that keep people actively engaged to the end.

Major course objectives

- To learn a start-to-finish model about what to do differently when you present to a small-group (1-25 people) remote audience via web conference technology.
 - To understand why it is critical to get your audience to actively participate in your small-group presentation and not just sit back and watch.
 - To use the Content Rapport Worksheet to repurpose and restructure your online presentation for delivery to a desktop audience.
 - To personalize and raise a sense of urgency about your topic in specific ways to draw and hold the attention of your desktop audience.
 - To know how to drive three levels of interaction throughout – by keyboard, mouse, and voice.
 - To transform boring bullet lists and diagrams into engaging interactions that will keep your audience engaged.
 - To know why relevance is king, and how many seconds it takes for people to multi-task on other things when relevance is not strong enough.
 - To open your online presentation in ways that get people to put aside multitasking and focus on your presentation.
 - To get a quiet group to actively participate in your polls and other interactions.
 - To establish rapport with your desktop audience so they will give their full attention to you.
 - To establish a clear and compelling voice presence using seven dimensions of voice quality.
 - To establish video presence by leveraging photos and/or a live video camera, including seven camera techniques that make you more personable to your remote audience.
 - To replace missing nonverbal cues with the eRAPPORT™ Model, which guides you to ask engaging questions that you and your audience will find of high-value.
 - To know what questions to ask and how to ask them so the people want to participate.
 - To leverage your presentation team by assigning roles unique to online presentations to small groups.
 - To present at the pace the Internet requires by using one of three versions of an online presentation playbook.
 - To keep people engaged the very end with the AAA+ Model.
- Length of the course (number of hours/days)

Course Descriptions

- The webinar training is delivered on WebEx, Live Meeting, or Lync, so no one needs to travel.
 - The course is six hours, delivered two hours at a time, usually on three successive days.
- Minimum/ maximum number participants
 - The webinar series is delivered to a minimum class size of 10 learners.
 - For class size larger than 10, Bridge the Distance must also supply a co-facilitator, which carries more cost. For that reason, if more than 10 sign up, additional fees are charged.
 - The maximum class size is 15.
- Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)
 - At the end of each of the three webinar sessions, each learner receives a copyrighted PDF guidebook that covers step-by-step instructions of the content learned in the class.
 - Although the purpose of the course is to teach best practices, learners become very proficient with all of the interactive capabilities of the technology.
 - On-demand instruction on how to operate the web conference technology (such as how to schedule a meeting or how to load slides) is provided by the web conference providers. Bridge the Distance helps people know where to go to find those on-demand resources,
 - Bridge the Distance follows the training with a series of e-mails that help people further learn the technology and/or reinforce key learning from the training session
 - Our Tweets and Blogs also give learners additional insight to improve all communication in a remote setting.

Course Descriptions

Course #6

TOUCH-nology® for Online PRESENTERS (Large group webinar to dozens, hundreds, and thousands)

Title: TOUCH-nology® for Online PRESENTERS (Large-group)

Subtitle: How to Keep Your Remote Audience Actively Engaged in Your Webinar Presentation to a Large Group of Dozens, Hundreds, or Thousands

Overview: The number one mistake of online presenters to large audiences is to deliver a Death by PowerPoint webinar, where little or no interaction occurs. When you present to a large-group audience online, everything about the presentation changes. Although interaction choices will be limited and controlled, your online presentation must feel and be richly interactive between the speaker and the remote audience. This six-hour webinar training will prepare presenters with the essential best practices to make their large group presentation engaging, interactive, and very successful.

Major course objectives

- To repurpose your presentation to attract and engage a large-group remote audience on WebEx.
- To select the best platform for presentation delivery to a large group.
- To understand which interactive tools are available to you, and how to introduce them.
- To Complete a Content Rapport Worksheet to reformat your presentation for delivery to an online audience.
- To open your presentation with the 4-H Model that gets people to stop multitasking on other things, and focus instead on you and your message.
- To leverage seven best practices to establish a warm and vibrant video presence that enhances your rapport with your desktop audience.
- To know when to use the video cameras and when to turn them off.
- To know how to make every poll result engaging, well driving home your message.
- To re-energize your audience by the words you say after you close EVERY poll.
- To understand seven dimensions of voice quality that engage the attention of your remote audience.
- To know how to manage a traditional Q&A session.
- To know how leverage the Q&A panel and moderator to create more compelling interaction with your audience at intervals throughout the presentation.
- To deliver the presentation at the pace the Internet requires so your audience doesn't drop out.
- To know when and how to leverage the Q&A panel so your audience feels you are very responsive to them and their needs.
- To know how to create a presentation playbook that allows you to present at the speed the Internet requires, with the interaction your audience requires.
- To decide which roles to assign to your moderator so that you can focus on the presentation and not the technology.
- To know how to close the session in ways that keep people engaged to your very last word.
- To add lagniappe that your audience will appreciate

Course Descriptions

- to increase the impact of your message with the proven to +2 closing specifically designed to end online presentations in ways that engage.
- Length of the course (number of hours/days)
 - This online presentation series is a six-hour webinar, delivered in two-hour sessions across three successive days.
- Minimum/ maximum number participants
 - The webinar series is delivered to a minimum class size of 10 learners.
 - For class size larger than 10, Bridge the Distance must also supply a co-facilitator, which carries more cost. For that reason, if more than 10 sign up, additional fees are charged.
 - The maximum class size is 15.
- Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)
 - At the end of each of the three webinar sessions, each learner receives a copyrighted PDF guidebook that covers step-by-step instructions of the content learned in the class.
 - Although the purpose of the course is to teach best practices, learners become very proficient with all of the interactive capabilities of the technology.
 - On-demand instruction on how to operate the web conference technology (such as how to schedule a meeting or how to load slides) is provided by the web conference providers. Bridge the Distance helps people know where to go to find those on-demand resources,
 - Bridge the Distance follows the training with a series of e-mails that help people further learn the technology and/or reinforce key learning from the training session
 - Our Tweets and Blogs also give learners additional insight to improve all communication in a remote setting.

Course Descriptions

Course #7

TOUCHnology for Online Trainers

Title: TOUCH-nology® for Online TRAINERS

Subtitle: How to Make Your eLearning Webinars Engaging, Interactive, and Fun!

Overview: 9/10 e-learning professionals see the promise of web conferencing as a critical e-learning tool. 9/10 also know that webinars are not being delivered as effectively as face-to-face. Online learners have very different needs, requirements, and expectations than face-to-face learners. This unique online course gives online facilitators a start to finish model to transform boring death by PowerPoint webinars into highly engaging, interactive, and successful e-learning sessions. Trainers learn how to turn silence into rich interaction that drives effective learning in webinars.

Major course objectives

- To repurpose the session content so that it will be engaging and relevant online learners
 - to raise the sense of urgency about the content and relevance to the learner.
 - To leverage the 4-H or 5H session opening model that actively engages learners right away.
 - To leverage the use of video cameras to enhance presence, and know the alternatives when live video is not an option.
 - To know when to turn the cameras on, and when to turn them off.
 - To leverage seven dimensions of voice quality to keep desktop learners actively engaged.
 - To know three ways to control the audio so the learner is not distracted by unwanted sounds, conversations, or recordings.
 - To create fast, relevant, all participant interaction throughout.
 - To get a quiet group to interact willingly, with high interest.
 - To leverage eight ways to poll, and make that interaction highly relevant to desktop learners.
 - To replace missing nonverbal cues with the eRAPPORT™ Model.
 - To know what questions to ask and how to ask them so people participate eagerly.
 - To accelerate whiteboarding, brainstorming, and discussions in ways that are superior to face-to-face.
 - To close the session rapidly in ways that provide critical feedback for the facilitator and the learners
 - To know what roles to assign to a cofacilitator or moderator, or how to manage them on your own if there is no support.
 - To manage breaks so everyone gets back on time.
 - To personalize your e-learning playbook so you can deliver a course at the pace the Internet requires.
 - To learn other tricks of the trade that make your learning webinar successful.
- Length of the course (number of hours/days)
 - This series for online facilitators is a six-hour webinar, delivered in two-hour sessions across three successive days.

Course Descriptions

- Minimum/ maximum number participants
 - The webinar series is delivered to a minimum class size of 10 learners.
 - For class size larger than 10, Bridge the Distance must also supply a co-facilitator, which carries more cost. For that reason, if more than 10 sign up, additional fees are charged.
 - The maximum class size is 15.
- Price for additional students above minimum (if applicable)
 - Each additional student is charged 1/10 the tuition for a class of ten.
- Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)
 - At the end of each of the three webinar sessions, each learner receives a copyrighted PDF guidebook that covers step-by-step instructions of the content learned in the class.
 - Although the purpose of the course is to teach best practices, learners become very proficient with all of the interactive capabilities of the technology.
 - On-demand instruction on how to operate the web conference technology (such as how to schedule a meeting or how to load slides) is provided by the web conference providers. Bridge the Distance helps people know where to go to find those on-demand resources,
 - Bridge the Distance follows the training with a series of e-mails that help people further learn the technology and/or reinforce key learning from the training session
 - Our Tweets and Blogs also give learners additional insight to improve all communication is a remote setting.

Course Descriptions

Course #8

TOUCHnology for Online Course Designers/Developers

Title: TOUCH-nology® for Online COURSE DESIGNERS / DEVELOPERS

Subtitle: How to Design an Engaging, Interactive eLearning Webinar

Overview: designing an online course requires a whole new model and series of best practices designed to keep a desktop learner actively engaged, participating, and focused on learning. Too often, the very interactive face-to-face training becomes a boring one-way Death by PowerPoint lecture in a webinar. When learners are not actively engaged and interacting with each other in the learning webinar, they are focused on other things that their desktop. This unique course gives designers a rapid way to convert that face-to-face course into engaging online webinar ready to hand off to a facilitator as an online learning playbook. This is a companion course to the TOUCH-nology for Online Trainers webinar series.

Major course objectives

The basic six-hour webinar for course designers:

- To leverage the Content Rapport Worksheet to reformat the content so that the webinar will be highly engaging and highly relevant online learners
- To raise the sense of urgency about the content and relevance to the learner.
- To build a 4-H or 5H session opening model that actively engages learners right away.
- To expand the 4-H or 5H session opening into an e-learning playbook formatted for rapid scanning via facilitator in real-time during an e-learning session.
- To expand the content report worksheet to build modules as best practices, and include highly relevant support slides.
- To replace case studies and traditional table discussions with engaging online open brainstorming, controlled brainstorming, and accelerated discussions with whiteboarding tools.
- To leverage eight ways to poll, and make that interaction highly relevant to desktop learners.
- To replace missing nonverbal cues with the eRAPPORT™ Model.
- To leverage the eRAPPORT™ Model to transform boring bullet lists, charts and graphs into engaging interactive spaces for learners to participate.
- To know what questions to ask and how to ask them so people participate eagerly.
- To learn the elements to include on each page of the playbook, and how to display them.
- To close the session rapidly in ways that provide critical feedback for the facilitator and the learners
- To know what roles to assign to a cofacilitator or moderator, or how to manage them on your own if there is no support.
- To personalize your e-learning playbook so the facilitator can deliver a course at the pace the Internet requires.
- To learn other tricks of the trade that make your learning webinar successful.

The Optional Brain Appeal 2-hour webinar

Course Descriptions

- To leverage PowerPoint's Smart Art feature to transform one-way PowerPoint slide content into dynamic two-way interactive templates designed for learning.
- To learn how to leverage PowerPoint's smart art to turn dull slides into richly interactive ones that engage online learners.
- To add brain appeal to templates, charts, graphs, bullet lists, words, and phrases so that you engage people's full attention and get them actively thinking and processing your content.

The Optional "Convert a Module into a One-Hour Webinar" is a face-to-face workshop and consulting session.

- To customize PowerPoint's handout template into the Bridge the Distance branded e-learning playbook design.
- To mind map or outline the five best practices and supporting main points
- To finalize the Content Rapport Worksheet for one-hour webinar
- To storyboard the first best practice and support points.
- To convert boring bullet lists, charts, or other content into interactive content.
- To assess interaction quality of 30 changes in interaction per hour.
- To build the first best practice and support points into PowerPoint, leveraging Smart Art.
- To build the interactive playbook, with all relevant information on how to operate WebEx, how the facilitator is to facilitate the content on that page, and any directions for the moderator.
- To share the final content with the group, so everyone learns.

Optional: TOUCHnology Certification for Online Designers/Developers

- Course designers do leave the TOUCHnology for Online Course Designers workshop with an almost final draft of the one hour webinar.
 - If they finish the one hour webinar playbook, and if it correctly applies the TOUCHnology model, and if it meets the 30+ interaction activities per hour, they can apply for TOUCHnology for Online Trainers Certification.
- Length of the course (number of hours/days)
 - The basic TOUCHnology for Online Designers course is a six-hour webinar, delivered in two-hour sessions across three successive days.
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 - The optional Brain Appeal webinar is an optional two-hour webinar.
 - The optional "Convert a Module into a One-Hour Webinar" offering is a one-day face-to-face workshop.
 - Minimum/ maximum number participants
 - The basic six-hour webinar series and the two-hour Brain Appeal webinar are delivered to a minimum class size of 10 learners.
 - For class size larger than 10, Bridge the Distance must also supply a co-facilitator, which carries more cost. For that reason, if more than 10 sign up, additional fees are charged.
 - For the "Convert a Course Workshop", the maximum class size is 10.
 - Support materials provided as part of the course (e.g., training manuals, CDs, DVDs)

Course Descriptions

- At the end of each of the three webinar sessions, each learner receives a copyrighted PDF guidebook that covers step-by-step instructions of the content learned in the class.
- Although the purpose of the course is to teach best practices, learners become very proficient with all of the interactive capabilities of the technology.
- On-demand instruction on how to operate the web conference technology (such as how to schedule a meeting or how to load slides) is provided by the web conference providers. Bridge the Distance helps people know where to go to find those on-demand resources,
- Bridge the Distance follows the training with a series of e-mails that help people further learn the technology and/or reinforce key learning from the training session
- Our Tweets and Blogs also give learners additional insight to improve all communication in a remote setting.